

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

---

Office of Accounts and Control

**TO: Chief Payroll Officers  
All State Agencies**

**DATE: September 24, 2009**

**FROM: Louise M. Anderson  
Associate Controller - Operations**

**SUBJECT: Keep Eddy Moving Program Ending 9/30/09  
CPO 10-05**

---

The Rhode Island Public Transit Authority (RIPTA) is discontinuing the half price program for riders who work in the downtown Providence area. Beginning with pay period 7 (check date October 2, 2009), employees will be charged full price for bus passes as follows:

Monthly Pass	= \$27.50/bi-weekly pay period
(1) 15 day pass	= \$11.50/bi-weekly pay period
(2) 15 day passes	= \$23.00/bi-weekly pay period

Any employee wishing to discontinue purchasing bus passes through payroll deduction must obtain a copy of the payroll deduction authorization form from the Office of Accounts and Control web site or their payroll office. Check off the box "Stop Payroll Deduction", sign and submit to the agency payroll office. Payroll offices will forward the forms to the central payroll office for processing.

Any employee who cancels prior to October 2, 2009 but still has a deduction taken, will be refunded for the amount once the cancelation paperwork is processed.